

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



September 21, 1999

COUNTY FISCAL LETTER (CFL) NO. 99/00-29

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS
COUNTY PROBATION OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE
CLAIM (CEC) FOR THE OCTOBER-DECEMBER 1999
QUARTER. TIME STUDY INSTRUCTIONS

This County Fiscal Letter (CFL) provides time study instructions for the October-December 1999 quarter. Due to the issuance of final Temporary Assistance for Needy Families (TANF) regulations, the CalWORKs and Child Care Functions have undergone significant changes. Consequently, it is very important to read the entire Program Code Descriptions carefully.

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The Program Code Descriptions (PCDs) for all functions have been revised with the December 1999 quarter. The time study instructions that are common to all functions are no longer repeated in each function, instead, they are now found in a separate document entitled "General Time Study Instructions." Each function still contains the time study instructions that are specific to that function. Another change beginning with the December 1999 quarter is that all of the PCDs and the Support Staff Time Report Instructions (SSTRI) will be distributed each quarter and will reflect the date of the effective quarter. Previously they were distributed only if there was a change in the document. Therefore, the PCDs and SSTRI for use during the December 1999 quarter are as follows:

Social Services (SS)	12/99
CalWORKs (CWs)	12/99
Other Public Assistance (OPA)	12/99
Child Care (CC)	12/99
Nonwelfare (NW)	12/99
Staff Development (SD)	12/99
Electronic Data Processing (EDP)	12/99
Support Staff Time Report Instructions (SSTRI)	12/99
General Time Study Instructions	12/99

I. SOCIAL SERVICES

A. 6751 Family Preservation and Support Program (FPSP)-Adoption Promotion and Support

Effective with the December 1999 quarter, Time Study Code (TSC) 6751, FPSP-Adoption Promotion and Support, has been established to capture services designed to encourage more adoptions out of the foster care system, when adoptions promote the best interests of children. Allowable activities include pre- and post-adoptive services designed to expedite the adoption process and support adoptive families; identifying prospective adoptive parents; and preparing an adoption plan assessment on a child. The December 1999 Social Services PCD has been updated to include this code.

Support staff authorized through the Support Staff Time Reporting Plan (SSTRP) to time study Direct-to-Program will use Support Staff Code A23.

B. 6761 FPSP-Time-Limited Family Reunification

Effective with the December 1999 quarter, TSC 6761, FPSP-Time-Limited Family Reunification, has been established to capture services and activities that are provided to a child who is removed from the child's home

and placed in a foster family home or a child care institution. These services are also for the parents or primary caregiver of such a child, in order to facilitate the reunification of the child safely and appropriately, but only during the 15-month period that begins on the date that the child is considered to have entered foster care. Allowable activities include individual, group and family counseling; inpatient, residential or outpatient substance abuse treatment services; mental health services; assistance to address domestic violence; temporary child care and therapeutic services for families, including crisis nurseries; and transportation to and from any of the services. The December 1999 Social Services PCD has been updated to include this code.

Support staff authorized through the SSTRP to time study Direct-to-Program will use Support Staff Code A23.

C. 1701 CWS – Emergency Hotline Response

Previously, Emergency Hotline Response activity was claimed under Other Operating Costs. However, effective with the December 1999 quarter, TSC 1701, CWS - Emergency Hotline Response, has been established to capture these costs. Allowable activities include time spent performing initial activities in response to and investigation of all telephone reports or referrals alleging abuse, neglect or exploitation of children. The December 1999 Social Services PCD has been updated to include this code.

Support Staff Code A45, CWS – Emergency Hotline Response, has been established for support staff authorized through the SSTRP to time study Direct-to-Program. The December 1999 SSTRP has been updated to include this code.

II **CalWORKs**

A. CalWORKs Program Code Description Revision

The CalWORKs Function has changed significantly as a result of the final Temporary Assistance for Needy Families (TANF) Regulations. Because there were so many changes it was impractical to use the normal procedure of bolding the text that was changed. Bolding the entire document to indicate that everything had changed would have made it difficult to read; therefore, only the heading is bolded to indicate that the whole document has been revised. Consequently, it is extremely important to carefully review the entire CalWORKs Program Code Description.

The CalWORKs PCD has been revised and reorganized. Time Study Code titles have been modified to help identify the correct time study activity. The PCDs for each program are re-grouped by subheadings such as CalWORKs, Cal-Learn, Fraud, Welfare to Work, etc. The demonstration projects are listed at the end of the PCDs.

The final TANF regulations specified the activities that must be included in the 15% administrative cap. One of the new activities which is now included in the 15% administrative cap is eligibility determinations. Based on this change in the definition, we have identified CalWORKs Program Code Descriptions as either *admin*, which are a part of the 15% administrative cap, or *non-admin*, which are not a part of the 15% administrative cap.

The final TANF regulations also changed the method used to report expenditures of TANF funds. Expenditures are captured as either assistance or non-assistance dollars. The categories under assistance expenditures are basic assistance, childcare, other supportive services, and assistance authorized under prior law. The non-assistance categories are more extensive. These include work related activities/expenses such as work subsidies, education, and other work activities/expenses, child care, transportation, diversion payments, prevention of out-of-wedlock pregnancy, and two-parent family formation and maintenance. Also, counties are now required to capture contracted services as either assistance or non-assistance. Program Identifier Numbers (PINs) will be added in the October-December Claim Instructions CFL. To assist counties in their programming efforts attached is a draft copy of the specific assistance versus non-assistance PINs.

The three new Time Study Codes and Support Staff Codes below were established to further refine non-admin activities. They are a part of the CalWORKs single allocation as the activities in the new codes have just been shifted from the existing CalWORKs Eligibility PC 6141. The new codes are also considered to be a part of the County's Maintenance of Effort. The December 1999 CalWORKs PCD and SSTRI have been updated to include these codes.

1. 6641 Information and Referral - Non-Admin

Effective with the December 1999 quarter, TSC 6641, Information and Referral, has been established to capture activities associated with Information and Referral. Allowable activities for Information and Referrals are:

- Providing applicants with information regarding programs and services available within the Department of Social Services;
- Referrals to community agencies;
- Explaining support services for employed persons, diversion programs, childcare, Welfare-to-Work Supportive Services, Cal-Learn Program, voter's registration, etc.

Support Staff Code B44, Information and Referral - Non-Admin, has been established for support staff performing related activities who, based on their SSTRP plan, report their time directly to the program level. The December 1999 SSTRI has been updated to include this code.

2. 6631 CalWORKs Case Management - Non-Admin

Effective with the December 1999 quarter, TSC 6631, CalWORKs Case Management - Non-Admin, has been established to capture CalWORKs Case Management activities. Allowable activities include:

- Grant maintenance;
- Responding to inquiries;
- Address and phone changes;
- Case file reviews for TANF/CalWORKs families;
- Data collection conducted by County Performance Sample staff through the modified QCIS.

Support Staff Code B43, CalWORKs Case Management - Non-Admin, has been established for support staff authorized through the SSTRP to time study Direct-to-Program. The December 1999 SSTRI has been updated to include this code.

3. 6651 Nonfederal CalWORKs Case Management-Legal Aliens - Non-Admin

Effective with the December 1999 quarter, TSC 6651, Nonfederal CalWORKs Case Management-Legal Aliens, has been established to capture the following Nonfederal CalWORKs Case Management activities. Allowable activities include:

- Grant maintenance;
- Responding to inquiries;
- Address and phone changes;
- Case file reviews for TANF/CalWORKs families;
- Data collection conducted by County Performance Sample staff through the modified QCIS.

Support Staff Code B45, Nonfederal CalWORKs Case Management-Legal Aliens - Non-Admin, has been established for support staff authorized through the SSTRP to time study Direct-to-Program. The December 1999 SSTRI has been updated to include this code.

B. 0651 Two-Parent Families State-Only CalWORKs Eligibility - Admin

Effective with the December 1999 quarter, TSC 0651, Two-Parent Families State-Only CalWORKs Eligibility – Admin, has been established to capture eligibility activities for Two-Parent Family State-Only CalWORKs participants. Activities include eligibility determinations including initial determinations, review of monthly eligibility reports, annual re-investigations; review of SAWS 1, application, required forms and verifications, and requests for information; early fraud referral; home and office visits; computer data input; and completion of Notice of Actions.

C. 0661 Two-Parent Families State-Only CalWORKs Case Management – Non-Admin

Effective with the December 1999 quarter, TSC 0661, Two-Parent Families State-Only CalWORKs Case Management – Non-Admin, has been established to capture case management activities on behalf of Two-Parent Family State-Only CalWORKs participants. Allowable activities include grant maintenance; responding to inquiries; address and phone changes; case file reviews for CalWORKs families; and data collection conducted by County Performance Sample staff through the modified QCIS.

D. 6471 WtW – Regional Collaboratives

As indicated in CFL No. 99/00-27, dated September 16, 1999, the name of Program 647, Federal WtW Grant Program Matching Funds – Regional Collaboratives, has been changed to WtW Regional Collaboratives. The December 1999 CalWORKs PCD has been revised to reflect this change.

III OTHER PUBLIC ASSISTANCE

A. TANF Fiscal Incentives

Welfare and Institutions Code 10544.1 established performance incentives to counties to move CalWORKs recipients to employment. Counties may use TANF federal incentive funds for expanded services and benefits that directly lead (or can be expected to lead to) the accomplishment of one of the four purposes of the TANF program.

Effective with the December 1999 quarter, new Time Study Codes have been established in the Other Public Assistance function to capture costs for federal reporting purposes for activities consistent with benefits or services provided under TANF. These codes will only be used for reporting federal fiscal incentives. Expenditures for services and benefits should be claimed to the new codes only if there are no existing program codes that define the services or benefits rendered. Fiscal incentive expenditures will no longer be reported to extraneous; all expenditures must be reported under existing and new program codes. Both state and federal fiscal incentive expenditures will continue to be reported on the addendum page. The December 1999 Other Public Assistance PCD and the SSTRI have been updated to include these codes.

The listing of potential activities below is by no means exhaustive but serves to illustrate a few of the possibilities that counties may consider when designing their programs.

1. TANF Fiscal Incentives – Programs That Provide Assistance to Needy Families

Activities consistent with the first purpose of TANF are those which provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives. It does not cover children living with non-relatives. Benefits or services may include funding of home repairs or food banks to provide groceries to needy families. Benefits provided under this purpose are not limited to those within the definition of “assistance.”

a. 0951 TANF Fiscal Incentives–Programs That Provide Assistance to Needy Families - Admin

Includes time spent performing general administrative activities including but not limited to coordination of the program, preparation of program plans, budgets and schedules and program eligibility determinations.

Support Staff Code C49, TANF Fiscal Incentives–Programs That Provide Assistance to Needy Families – Admin, has been established for support staff authorized through the SSTRP to time study Direct-to-Program.

b. 0911 TANF Fiscal Incentives–Programs That Provide Assistance to Needy Families -Non-Admin

Includes time spent providing program service information to clients, screening and assessments, case management, data collection, and supportive services.

Support Staff Code C45, TANF Fiscal Incentives–Programs That Provide Assistance to Needy Families -Non-Admin, has been established for support staff authorized through the SSTRP to time study Direct-to-Program.

2. TANF Fiscal Incentives-Programs That End Dependence of Needy Parents

Activities consistent with the second purpose of TANF are those which end the dependence of needy parents on government benefits by promoting one of three objectives; job preparation, work and marriage. Activities would include time spent helping any needy parent, including a noncustodial parent or a working parent, by providing employment, job preparation, or training services. Potential services include job or career advancement activities, marriage counseling, refundable earned income tax credits, child care services, and employment services designed to increase the noncustodial parent's ability to pay child support. Activities that promote any one of the three objectives-job preparation, work, and marriage would be consistent with this purpose.

a. 0961 TANF Fiscal Incentives-Programs That End Dependence of Needy Parents - Admin

Includes time spent performing general administrative activities including but not limited to coordination of the program, preparation of program plans, budgets and schedules and program eligibility determinations.

Support Staff Code C50, TANF Fiscal Incentives-Programs That End Dependence of Needy Parents - Admin, has been established for support staff authorized through the SSTRP to time study Direct-to-Program.

b. 0921 TANF Fiscal Incentives-Programs That End Dependence of Needy Parents--Non-Admin

Includes time spent providing program service information to clients, screening and assessments, case management, data collection and providing supportive services.

Support Staff Code C46, TANF Fiscal Incentives-Programs That End Dependence of Needy Parents – Non-Admin, has been established for support staff authorized through the SSTRP to time study Direct-to-Program.

3. TANF Fiscal Incentives – Programs That Prevent or Reduce Out-of-Wedlock Pregnancies

Activities consistent with the third purpose of TANF are those which prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies. Neither this purpose nor the following purpose is limited to needy families or individuals. Potential activities that are reasonably calculated to accomplish this purpose include abstinence programs, visiting nurse services, and programs and services for youth such as counseling, teen pregnancy prevention campaigns, and after-school programs that provide supervision when school is not in session. Counties may also fund a media campaign for the general population on abstinence or preventing out-of-wedlock childbearing.

a. 0971 TANF Fiscal Incentives – Programs That Prevent or Reduce Out-of-Wedlock Pregnancies - Admin

Includes time spent performing general administrative activities including but not limited to coordination of the program, preparation of program plans, budgets and schedules and program eligibility determinations.

Support Staff Code C51, TANF Fiscal Incentives – Programs That Prevent or Reduce Out-of-Wedlock Pregnancies - Admin, has been established for support staff authorized through the SSTRP to time study Direct-to-Program.

b. 0931 TANF Fiscal Incentives – Programs That Prevent or Reduce Out-of-Wedlock Pregnancies – Non-Admin

Includes time spent providing program service information to clients, screening and assessments, case management, data collection and providing supportive services.

Support Staff Code C47, TANF Fiscal Incentives – Programs That Prevent or Reduce Out-of-Wedlock Pregnancies – Non-Admin, has been established for support staff authorized through the SSTRP to time study Direct-to-Program.

4. TANF Fiscal Incentives – Programs That Encourage the Formation and Maintenance of Two-Parent Families

Activities consistent with the fourth purpose of TANF are those which encourage the formation and maintenance of two-parent families. This includes parenting skills training, premarital and marriage counseling, and mediation services; activities to promote parental access and visitation; job placement and training services for noncustodial parents; initiatives to promote responsible fatherhood and increase the capacity of fathers to provide emotional and financial support for their children; and crisis or intervention services.

a. 0941 TANF Fiscal Incentives – Programs That Encourage the Formation and Maintenance of Two-Parent Families - Admin

Includes time spent performing general administrative activities including but not limited to coordination of the program, preparation of program plans, budgets and schedules and program eligibility determinations.

Support Staff Code C48, TANF Fiscal Incentives – Programs That Encourage the Formation and Maintenance of Two-Parent Families - Admin, has been established for support staff authorized through the SSTRP to time study Direct-to-Program.

b. 0901 TANF Fiscal Incentives – Programs That Encourage the Formation and Maintenance of Two-Parent Families – Non-Admin

Includes time spent providing program service information to clients, screening and assessments, case management, data collection and providing supportive services.

Support Staff Code C44, TANF Fiscal Incentives – Programs That Encourage the Formation and Maintenance of Two-Parent Families – Non-Admin, has been established for support staff authorized through the SSTRP to time study Direct-to-Program.

C. Cash Assistance Program for Immigrants (CAPI) Social Security Income/Naturalization Case Management and Referral

The September 1999 quarter Other Public Assistance Program Code Description incorrectly omitted TSC 3891. TSC 3891 is a valid code and should continue to be used whenever appropriate. The December 1999 quarter PCD has been corrected to include TSC 3891.

D. Special Circumstances Program - Administration

As indicated in CFL No. 99/00-27, dated September 16, 1999, the December 1999 quarter PCD for the Other Public Assistance Function has been revised to reflect the name change of TSC 2450 from *Special Circumstances Allowance Program* to *Special Circumstances Program – Administration*.

IV CHILD CARE

A. The Program Code Descriptions (PCDs) for the Child Care function have been revised, therefore, it is important to review the entire document.

B. 0361 Two-Parent Families (State Only) Stage One - Child Care

The PCD for TSC 0361, Two-Parent Families (State Only) Stage One - Child Care, has been changed based on the creation of the Two-Parent Family program.

Previously it read:

Includes broad-based activities by CWDs related to two-parent families who are simultaneously participating in an approved CalWORKs work activities or employed less than 55 hours per week.

It has been changed to read:

Includes broad-based activities by CWDs related to two-parent families who are simultaneously employed or participating in an approved CalWORKs work activity.

V SUPPORT STAFF TIME REPORTING INSTRUCTIONS

A. Correction to Support Staff Code for Program 036, Two-Parent Families (State Only) Stage One – Child Care Program

As noted in the July 23, 1999 Errata to the September quarter time study instructions (CFL No. 98/99-76, dated June 18, 1999), the September 1999 SSTRI incorrectly listed A45 as the Support Staff Code for Program 036, Two-Parent Families (State Only) Stage One – Child Care Program. Instead, it should have been D24. The December 1999 SSTRI has been revised to reflect this correction.

B. Support Staff Code A45 CWS – Emergency Hotline Response

As discussed in the Social Services section above, Support Staff Code A45, CWS – Emergency Hotline Response has been established effective with the December 1999 quarter, for activities in support of Program 170, CWS- Emergency Hotline Response. Please see Section I, Social Services, above for a complete discussion of these program. The December 1999 SSTRI has been updated to include this code.

C. CalWORKs Non-Admin Support Staff Codes

As discussed in the CalWORKs section above, the following CalWORKs Support Staff Codes have been established effective with the December 1999 quarter. Please see Section II, CalWORKs, above for a complete discussion of these programs. The December 1999 SSTRI has been updated to include these codes.

B43 CalWORKs Case Management - Non-Admin

B44 Information and Referral - Non-Admin

B45 Nonfederal CalWORKs Case Management-Legal Aliens - Non-Admin

D. Kinship Support Services

Effective with the December 1999 quarter, Support Staff Code A46, Kinship Support Services, has been established for those counties with an approved KSSP Scope of Work and Budget. This new code will be used by support staff who will be managing the Kinship Support Services contracts. The December 1999 SSTRI has been updated to include this code.

E. TANF Fiscal Incentives Support Staff Codes

As discussed in the Other Public section above, the following Support Staff Codes have been established effective with the December 1999 quarter. Please see Section III, Other Public Assistance, above for a complete discussion of these programs. The December 1999 SSTRI has been updated to include these codes.

	<u>Admin</u>	<u>Non-Admin</u>
<u>TANF Fiscal Incentives - Programs That Provide Assistance to Needy Families</u>	<u>C49</u>	<u>C45</u>
<u>TANF Fiscal Incentives - Programs That End Dependence of Needy Parents</u>	<u>C50</u>	<u>C46</u>
<u>TANF Fiscal Incentives - Programs That Prevent or Reduce Out-of-Wedlock Pregnancies</u>	<u>C51</u>	<u>C47</u>
<u>TANF Fiscal Incentives - Programs That Encourage the Formation and Maintenance of Two-Parent Families</u>	<u>C48</u>	<u>C44</u>

F. TANF Fiscal Incentives Direct Service Delivery PINs

Effective with the December 1999 quarter, the following Direct Service Delivery Program Identifier Numbers have been added for use with the Fiscal Incentive Programs discussed in Section III. Other Public Assistance, above. The December 1999 SSTRI has been updated to include these codes.

	<u>Admin</u>	<u>Non-Admin</u>
<u>TANF Fiscal Incentives - Programs That Provide Assistance to Needy Families</u>	<u>095060</u>	<u>091060</u>
<u>TANF Fiscal Incentives - Programs That End Dependence of Needy Parents</u>	<u>096060</u>	<u>092060</u>
<u>TANF Fiscal Incentives - Programs That Prevent or Reduce Out-of-Wedlock Pregnancies</u>	<u>097060</u>	<u>093060</u>
<u>TANF Fiscal Incentives - Programs That Encourage the Formation and Maintenance of Two-Parent Families</u>	<u>094060</u>	<u>090060</u>

G. IHSS Direct Service Delivery PINs

The SSTRI has been updated to include the following IHSS Direct Service Delivery Program Identifier Numbers established in the July-September 1999 quarter by CFL No. 98/99-79, dated June 23, 1999. Please refer to the Social Services Function Program Code Description for a list of allowable activities for these codes. The December 1999 SSTRI has been updated to include these codes.

103260	IHSS SIP-PCSP
103360	IHSS SIP-HR
104160	IHSS-SIP-NON-HR/NON-PCSP

VI. GENERAL

Allowable Activities for Skilled Professional Medical Personnel (SPMP) and Health Related (HR)

For clarification purposes, the allowable activities performed by SPMP and HR for Medi-Cal eligibles and those potentially Medi-Cal eligible are reiterated from the Department of Health Services Letter No. 94-68.

When performing activities that are attributable to:

- Outreach and Intensive Informing,
- Case Finding, and
- Facilitating Medi-Cal Eligibility Determination

CWD staff do not need to determine eligibility because these functions encompass activities that are designed to bring individuals into the Medi-Cal program.

When performing activities that are attributable to:

- Prescreening and Enrollment,
- Skilled Professional Assessment, Case Planning and Coordination,
- Other Enrollment Eligibility, Case Planning, and Coordination,
- Anticipatory Guidance for Complex Health Needs,
- Client Assistance to Access Services,
- Skilled Medical Consultation,
- Provider Relations and Resource Development,
- Interagency Coordination,
- Skilled Medical Professional Training,
- Other Training Activities,
- Program Planning and Development, and
- Quality management by Skilled Professional Medical Personnel

CWD staff must be certain that the individuals are Medi-Cal beneficiaries.

If you have any questions regarding this CFL, please contact your Fiscal Policy Analyst at (916) 657-3440.

Sincerely,

***Original Document Signed By
George E. Peacher, Jr., on 9/21/99***

GEORGE E. PEACHER, JR., Chief
Fiscal Systems and Accounting Branch

c: CWDA

I. CalWORKs FUNCTION

A. New Reporting Requirement

Based on the new federal reporting requirement counties are required to report child care, transportation and other supportive services separately for assistance and non-assistance (employed vs. unemployed; short term vs. ongoing need). Assistance is defined in 45 CFR Part 260, page 17880, as cash payments, vouchers, and other forms of benefits designed to meet a family's ongoing need (i.e. food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses). **The assistance definition includes benefits even when they are:**

- Provided in the form of payments by a TANF agency, or other agency on its behalf, to individual recipients; **and**
- Conditioned on participation in work experience or community service (or any other work activity under 261.30).
- It also includes supportive services such as transportation and childcare provided to families who are not employed unless excluded below.

Excluded from the definition of “assistance”:

- Non-recurrent, short-termed benefits that:
 - Are designed to deal with a specific crises or episode of need.
 - Will not extend beyond four (4) months.
 - Work subsidies (i.e. payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training).
 - Supportive services such as child care and transportation to families that are employed.
 - Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support, **and**
 - Transportation benefits provided under a Job Access or Reverse Commute project to an individual who is not otherwise receiving assistance.

Due to the new federal reporting requirements the CalWORKs and Child Care program categories have been restructured in order to report expenditures by assistance and non-assistance. In the December quarter the direct cost PINs will identify those supportive services that are considered by definition, assistance vs. non-assistance.

B. Cal-Learn Support Services

Effective with the December 1999 quarter the direct cost PINs will capture costs based on the final TANF definition of “assistance vs. non-assistance” for the costs associated with the Cal-Learn teen parent program. The sharing ratio for this program is 100/0/0/0. The following direct cost PINs have been renamed or established for Program 432:

432003	Transportation (Assistance) costs for unemployed eligible participants.
432097	Transportation (Non-Assistance) costs for employed eligible participants.
432016	Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED; and ESL classes (e.g., books, fees, etc.) for employed eligible participants.
432028	Work Activities/Expenses (Non-Assistance) costs related to work–related expenses such as costs for work clothes and equipment for employed eligible participants.
432029	Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, child care or other supports provided as a nonrecurring, short-term benefit.
432034	Incapacity Exam (Non-Assistance) for employed and unemployed eligible participants.



C. Nonfederal WTW

Effective with the December 1999 quarter the direct cost PINs will capture costs based on the final TANF definition of “assistance vs. non-assistance” for the costs associated with the Nonfederal WTW program. The sharing ratio for this program is 0/100/0/0. The following direct cost PINs have been renamed or established for Program 451:

451003	Transportation (Assistance) costs for unemployed eligible participants.
451097	Transportation (Non-Assistance) costs for employed eligible participants.
451016	Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED; and ESL classes (e.g., books, fees, etc.) for employed eligible participants.
451028	Work Activities/Expenses (Non-Assistance) costs related to work-related expenses such as costs for work clothes and equipment for employed eligible participants.
451029	Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, child care or other supports provided as a nonrecurring, short-term benefit.
451031	Contracted (Non-Assistance) Services.
451034	Incapacity Exam (Non-Assistance) for employed and unemployed eligible participants.

Existing PINs:

451057	Separate Service Center
451088 through 94	Support Operating Direct Charge Costs



D. CalWORKs Transitional Services

Effective with the December 1999 quarter, the direct cost PINs will capture costs based on the final TANF definition of “assistance vs. non-assistance” for the costs associated with providing transitional services to either former AFDC/CalWORKs recipients who are employed and have received aid within the previous CalWORKs 12 months, or, on-the-job training participants deemed ineligible for receiving CalWORKs benefits due to earned income, amount of hours worked, or loss of income disregards. The sharing ratio for this program is 100/0/0/0. The following direct cost PINs have been established for Program 631:

631016	Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED; and ESL classes (e.g., books, fees, etc) for employed eligible participants.
631028	Work Activities/Expenses (Non-Assistance) costs related to work-related expenses such as costs for work clothes and equipment for employed eligible participants.
631031	Contracted (Non-Assistance) Services
631097	Transportation (Non-Assistance) costs for employed eligible participants.

Existing PINs:

631088 through 94	Support Operating Direct Charge Costs
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Prior PIN Deleted:

631068	Direct Costs
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E. WTW General

Effective with the December 1999 quarter the direct cost PINs will capture costs based on the final TANF definition of “assistance vs. non-assistance” for the supportive services costs associated with the WTW General participants. The sharing ratio for this program is 100/0/0/0. The following direct cost PINs have been renamed or established for Program 633:

633003	Transportation (Assistance) costs for unemployed eligible participants.
633097	Transportation (Non-Assistance) costs for employed eligible participants.
633016	Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED; and ESL classes (e.g., books, fees, etc) for employed eligible participants.
633028	Work Activities/ Expenses (Non-Assistance) costs related to work-related expenses such as costs for work clothes and equipment for employed eligible participants.
633029	Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, child care or other supports provided as a nonrecurring, short-term benefit.
633031	Contracted (Non-Assistance) Services.
633034	Incapacity Exam (Non-Assistance) for employed and unemployed eligible participants.
633098	Work Subsidy (Non-Assistance) payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include costs related to participants in community service and work experience activities that are within the definition of assistance.

Existing PINs:

633057	Separate Service Center
630088 through 94	Support Operating Direct Charge Costs



F. CalWORKs Transitional-Nonfederal

Effective with the December 1999 quarter the direct cost PINs will capture costs based on the final TANF definition of “assistance vs. non-assistance” for the costs associated with the CalWORKs Transitional-Nonfederal program. The sharing ratio for this program is 0/100/0/0. The following direct cost PINs have been established for Program 648:

648016	Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED; and ESL classes (e.g., books, fees, etc) employed eligible participants.
648028	Work Activities/Expenses (Non-Assistance) costs related to work-related expenses such as costs for work clothes and equipment for employed eligible participants.
648031	Contracted (Non-Assistance) Services
648097	Transportation (Non-Assistance) costs for employed eligible participants.

Existing PINs:

648088 through 94 Support Operating Direct Charge Costs

Prior PINs Deleted:

648068 Direct Costs

G. Cal-Learn Support Services-Nonfederal

Effective with the December 1999 quarter the direct cost PINs will capture costs based on the final TANF definition of “assistance vs. non-assistance” for the costs associated with the Cal-Learn Support Services-Nonfederal program. The sharing ratio for this program is 0/100/0/0. The following direct cost PINs have been established for Program 649:

649003	Transportation (Assistance) costs for unemployed eligible participants.
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649097	Transportation (Non-Assistance) costs for employed eligible participants.
649016	Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED; and ESL classes (e.g., books, fees, etc) for employed eligible participants.
649028	Work Activities/Expenses (Non-Assistance) costs related to work-related expenses such as costs for work clothes and equipment for employed eligible participants.
649029	Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, child care or other supports provided as a nonrecurring, short-term benefit.
649034	Incapacity Exam (Non-Assistance) for employed and unemployed eligible participants.

Existing PINs:

649088 through 94 Support Operating Direct Charge Costs

H. Prevention of Out-Of-Wedlock Pregnancies

Effective with the December 1999 claim a new program will be established to capture the costs of activities that provide for the prevention of out-of-wedlock pregnancies, which includes but not limited to abstinence programs, visiting nurse services, and programs and services for youth such as counseling, teen pregnancy prevention campaigns, and after-school programs that provide supervision when school is not in session. The sharing ratio for this program is 100/0/0/0. Direct cost PINs will also be established with the December 1999 claim letter.

J. Non-Custodial Parent (NCP) Employment/Training Demonstration Project

Effective with the December 1999 quarter the direct cost PINs will capture costs based on the final TANF definition of “assistance vs. non-assistance” for the costs associated with the NCP Employment/Training Demonstration project. The sharing ratio for this demonstration project is 100/0/0/0. The following direct cost PINs have been established or renamed for Demonstration project 629:

629097	Transportation (Non-Assistance) costs for employed eligible participants.
629016	Ancillary-Education (Non-Assistance) costs related to educational activities that are directly related to employment; vocational education training; post-secondary education; adult education; GED; and ESL classes (e.g., books, fees, etc) for employed eligible participants.
629028	Work Activities/Expenses (Non-Assistance) costs related to work-related expenses such as costs for work clothes and equipment for employed eligible participants.
629031	Contracted (Non-Assistance) Services

Prior PIN Deleted:

629029	Support Services
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K. Employment Readiness Demonstration Project (ERDP)

Effective with the December 1999 quarter the direct cost PINs will capture costs based on the final TANF definition of “assistance vs. non-assistance” for the costs associated with the Employment Readiness Demonstration Project. The sharing ratio for this program is 100/0/0/0. The following direct cost PINs have been established for Program 635:

635003	Transportation (Assistance) costs for unemployed eligible participants.
635097	Transportation (Non-Assistance) costs for employed eligible participants.



635028	Work Activities/Expenses (Non-Assistance) costs related to work-related expenses such as costs for work clothes and equipment for employed eligible participants.
635029	Other Supportive Services (Assistance) costs for participants that are not employed but need supportive services to participate in other work activities such as job search, community services, education, or training. Do not include transportation, child care or other supports provided as a nonrecurring, short-term benefit
635031	Contracted (Non-Assistance) Services.

II. CHILD CARE FUNCTION

A. See CalWORKs Function Section A. New Reporting Requirements.

B. Two-Parent Families (State Only) Stage One-Child Care

Effective with the December 1999 quarter the direct cost PINs will capture costs based on the final TANF definition of “assistance vs. non-assistance” for the costs associated with the Two-Parent Families (State Only) Stage One-Child Care program. The sharing ratio for this program is 0/100/0/0. The following direct cost PINs have been renamed or established for Program 036:

036018	Child Care Services, Payments (Assistance) for unemployed eligible participants.
036082	Child Care Services, Payments (Non-Assistance) for employed eligible participants.
036031	Contracted (Non-Assistance) Services.
036088 through 94	Support Operating Direct Charge Costs.



C. Stage One Child Care

Effective with the December 1999 quarter the direct cost PINs will capture costs based on the final TANF definition of “assistance vs. non-assistance” for the costs associated with the Stage One Child Care program. The sharing ratio for this program is 100/0/0/0. The following direct cost PINs have been renamed or established for Program 453:

453018	Child Care Services, Payments (Assistance) for unemployed eligible participants.
453082	Child Care Services, Payments (Non-Assistance) for employed eligible participants.
453031	Contracted (Non-Assistance) Services.

Existing PINs:

453088 through 94 Support Operating Direct Charge Costs

D. State Only Cal-Learn Child Care

Effective with the December 1999 quarter the direct cost PINs will capture costs based on the final TANF definition of “assistance vs. non-assistance” for the costs associated with the State Only Cal-Learn Child Care program. The sharing ratio for this program is 0/100/0/0. The following direct cost PINs have been renamed or established for Program 811:

811018	Child Care Services, Payments (Assistance) for unemployed eligible participants.
811082	Child Care Services, Payments (Non-Assistance) for employed eligible participants.
811031	Contracted (Non-Assistance) Services.

Existing PINs:

811088 through 94 Support Operating Direct Charge Costs.



E. Former Recipients In Stage One

Effective with the December 1999 quarter the direct cost PINs will capture costs based on the final TANF definition of “assistance vs. non-assistance” for the costs associated with the Former Recipients in stage one. The sharing ratio for this program is 100/0/0/0. The following direct cost PINs have been renamed or established for Program 900:

900018	Child Care Services, Payments (Assistance) for unemployed eligible participants.
900082	Child Care Services, Payments (Non-Assistance) for employed eligible participants.
900031	Contracted (Non-Assistance) Services.

Existing PINs:

900088 through 94 Support Operating Direct Charge Costs.

F. Nonfederal Child Care

Effective with the December 1999 quarter the direct cost PINs will capture costs based on the final TANF definition of “assistance vs. non-assistance” for the costs associated with the Nonfederal Child Care program. The sharing ratio for this program is 0/100/0/0. The following direct cost PINs have been renamed or established for Program 903:

903018	Child Care Services, Payments (Assistance) for unemployed eligible participants.
903082	Child Care Services, Payments (Non-Assistance) for employed eligible participants.
903031	Contracted (Non-Assistance) Services.

Existing PINs:

903088 through 94 Support Operating Direct Charge Costs



G. Stage Two Child Care

Effective with the December 1999 quarter the direct cost PINs will capture costs based on the final TANF definition of "assistance vs. non-assistance" for the costs associated with the Stage Two Child Care program. The sharing ratio for this program is 100/0/0/0. The following direct cost PINs have been renamed or established for Program 905:

905018	Child Care Services, Payments (Assistance) for unemployed eligible participants.
905082	Child Care Services, Payments (Non-Assistance) for employed eligible participants.
905031	Contracted (Non-Assistance) Services.

Existing PINs:

905088 through 94 Support Operating Direct Charge Costs

H. Stage Three Child Care

Effective with the December 1999 quarter the direct cost PINs will capture the non-assistance costs associated with the Stage Three Child Care program. CDE remains the responsible State agency for administering and reimbursing Stage Three child care. Stage Three is funded through the CCDBG with State and local MOE requirements. The following direct cost PINs have been established for Program 907:

907082	Child Care Services Payments (Non-Assistance) for employed eligible participants.
907031	Contracted (Non-Assistance) Services

Existing PINs:

907088 through 94 Support Operating Direct Charge Costs.

Prior PINs Deleted:

907018 Child Care Services, Payments



I. Cal-Learn Child Care

Effective with the December 1999 quarter the direct cost PINs will capture costs based on the final TANF definition of “assistance vs. non-assistance” for the costs associated with the Cal-Learn program. The sharing ratio for this program is 100/0/0/0. The following direct cost PINs have been renamed or established for Program 909:

909018	Child Care Services, Payments (Assistance) for unemployed eligible participants.
909082	Child Care Services, Payments (Non-Assistance) for employed eligible participants.
909031	Contracted (Non-Assistance) Service.

Existing PINs:

909084 through 94 Support Operating Direct Charge Costs.

J. Child Care Stage One-Services

Effective with the December 1999 quarter PC 910 and direct cost PIN 910018 will be deleted and all costs associated with Child Care stage one services will be captured under PC 453, Stage One Child Care. These costs will be captured under direct cost PINs 453018, Child Care Services, Payments (Assistance) and 453092, Child Care Services, Payments, (Non-Assistance).

K. Nonfederal Cal-Learn Child Care

Effective in the December quarter the direct cost PINs will capture costs based on the final TANF definition of “assistance vs. non-assistance” for the costs associated with the Nonfederal Cal-Learn Child Care program. The sharing ratio for this program is 0/100/0/0. The following direct cost PINs have been renamed or established for Program 912:

912018	Child Care Services, Payments (Assistance) for unemployed eligible participants.
912082	Child Care Services, Payments (Non-Assistance) for employed eligible participants.
912031	Contracted (Non-Assistance) Services.

Existing PINs:

912084 through 94 Support Operating Direct Charge Costs.

